

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE**

Friday, November 7, 2014 – 10:45 A.M.

100 West Keenan Street, Rhineland, Wisconsin

Members Present: Bix, Millan, Teichmiller, Tuckwell

Members Absent: Ritchie (excused)

Call Meeting to Order: Chair Teichmiller called the meeting to order at 10:47 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Financial Services Manager; and Judy Troy, Mary Platner, David Krug, Ted Cushing, and Tammy Queen, Members, ADRC-NW Board of Directors.

Public Comment & Introductions: There were none.

Approval of the Agenda: Bix moved to approve the agenda with nine items; Millan seconded. All Ayes. Motion Carried.

Approval of the Minutes of the September 26, 2014 Executive/Personnel Committee Meeting: Millan moved to approve the minutes of the September 26, 2014 Executive/Personnel Committee meeting as presented; Teichmiller seconded. All Ayes. Motion Carried.

Inclusion/Exclusion Policy & Procedure: The Office of Resource Center Development (ORCD) requires a policy that meets Information & Referral (I & R) standards for resource database development and maintenance as well as Department of Health Services (DHS) contract requirements. The policy includes a list of the types of companies and organizations that are eligible for inclusion in the database as well as the types of companies and organizations that are not eligible for inclusion. Millan moved to approve the Inclusion/Exclusion Policy & Procedure as presented; Tuckwell seconded. Millan, Tuckwell, Teichmiller – Aye; Bix – Abstain. 3-0-1. Motion Carried. (NOTE: Abstention due to Member not having policy to review before vote.)

Regional Management Plan: The Office of Resource Center Development (ORCD) has requested that all regional ADRCs in the State develop a plan showing the various lines of communication for each ADRC. There are currently

fourteen regional ADRCs in the State of Wisconsin. Millan moved to approve the Regional Management Plan as presented; Bix seconded. All Ayes. Motion Carried.

Future Agenda Items: As needed

Confirm Next Meeting Date, Time & Place: If needed, the next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, December 12, 2014 at 12:00 Noon.

Adjournment: With no further business, Chair Teichmiller adjourned the meeting at 10:58 A.M.

Handouts: Minutes of the September 26, 2014 Executive/Personnel Committee Meeting; Inclusion/Exclusion Policy & Procedure; Regional Management Plan.